Chapter 17 - Attorney Vendor Maintenance - APF

Attorney Vendor Maintenance

The attorney vendor maintenance is used to modify/inquire on attorney records. Attorney vendor maintenance will be used to pay attorney fees.

Accessing the Attorney Vendor Maintenance screen:

From the transaction request screen, enter **APA** in the next tran field and **INQ** in the type field and then press <Enter>.

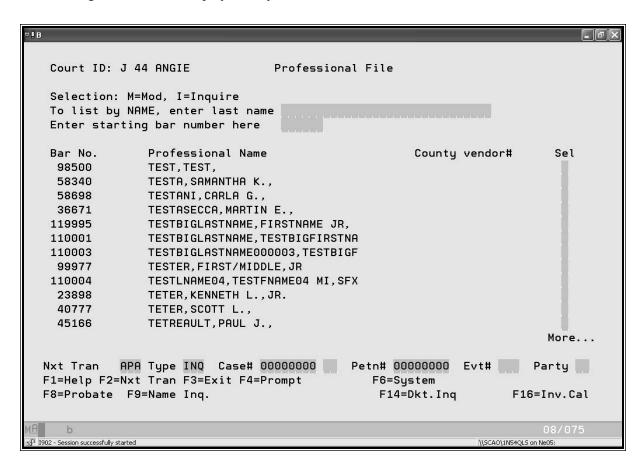
Juvenile Next Tran Line:



Probate Next Tran Line:



The following screen will be displayed for you.



Following are field descriptions for the Attorney Vendor Maintenance screen.

~To list by name enter last name~

This is the name search field. Enter the name of the attorney into this field and the system will position you at the name you requested or the closest alphabetic match that it finds.

~Enter starting bar number here~

This is the number search field. Enter the bar number into this area and the system will position you at the number you requested or the closest numeric match that it finds.

~Bar Number~

This is the attorney's bar number.

~Professional Name~

This is the attorney's name.

~County Vendor Number~

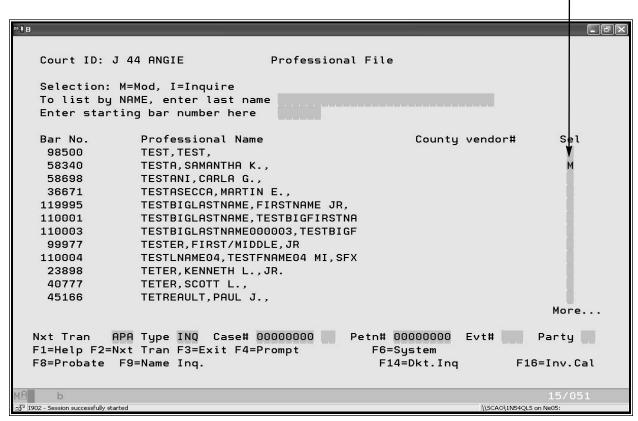
This is the vendor number assigned to this facility by the county. This number may be different than the vendor number assigned by the court.

~Sel~

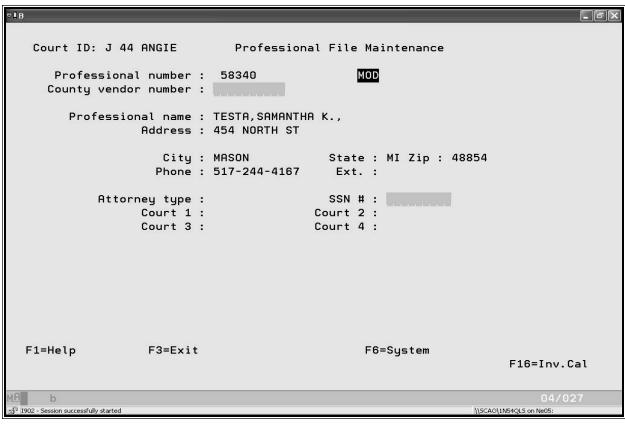
This is the selection field. The valid options are A = Add, I = Inquire or M = Modify. You can't delete a vendor once it has been added to the system.

Attorney Maintenance Modify:

Enter an "M" in the SEL field and press <Enter>. —



The following screen will be displayed for you.



Following are the field descriptions for the above screen. Only two fields can be modified through this process.

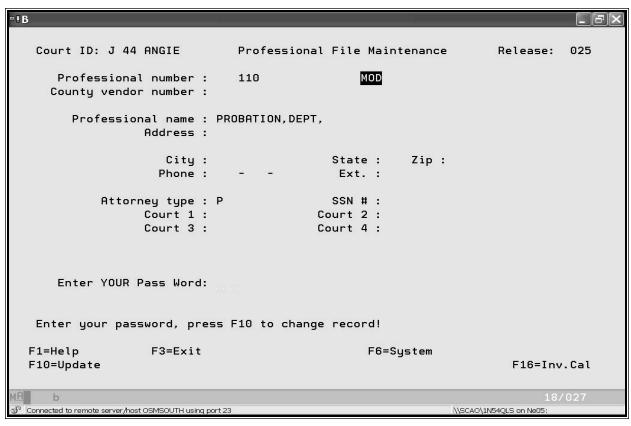
~County Vendor Number~

Enter the county vendor number as assigned by the county in alphanumeric characters. There are 10 spaces available for entry. This number must be a unique vendor number.

~Social Security Number~

Enter the attorney's social security or tax id number.

After you have made your modifications, press <Enter>. The system will display the following screen.



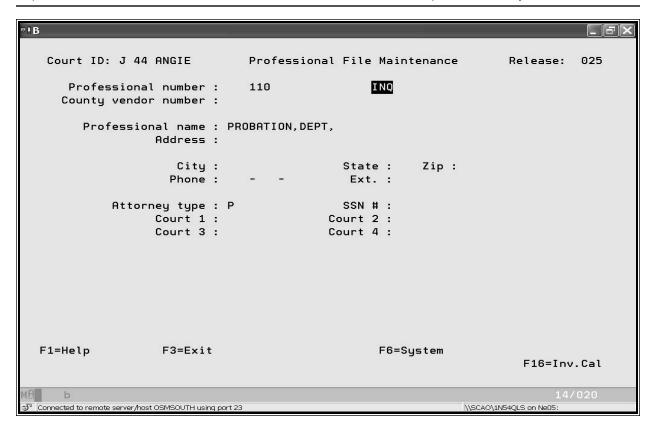
The system is requesting that you enter your password. Press <F10> after you have entered your password and the system will save your changes.

Attorney Vendor Maintenance Inquiry:

Enter an "I" in the SEL field and press <Enter>.



The following screen will be displayed for you.



The field descriptions are the same as described under the add portion of this chapter.

After you have inquired, press <F3> and the system will display the APF screen.